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DD/ST# 2144-63

R. Blake

ADM-13

15 NOV 1963

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Printing Support

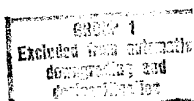
REFERENCE : Memorandum For: Executive Director; From: Acting
Comptroller; Subject: Printing Support; dated
6 November 1963 (copy attached)

1. On the 25th of October, the Financial Policy and Budget Committee concurred in a proposal by the Comptroller that an ad hoc Agency committee be established to review the workloads levied upon the Agency's printing facilities. The objective of this committee is to identify printing requirements which could be eliminated without serious consequences or adverse impact upon essential Agency activities. The committee report should address itself to categories of printing as well as specific items. The effect upon the Agency's printing facilities resulting from the rising tendency to "dress-up" printed material through the use of graphics, complex color combinations and other techniques primarily directed at improving the appearance of published materials should be considered in relationship to the actual increase in the utility or substantive quality of the documents. Lastly, the committee should, if possible, recommend action which might be taken to effect better control over the Agency's printing workload in the future. It is hoped that the recommendations of this committee will eliminate the need for increases in the personnel strength of Printing Services Division which, under present circumstances, are necessary to prevent unacceptable delays and backlogs in job-orders submitted to the printing plants.

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2. On the 9th of November, the Executive Director approved the Implementation and membership of the Agency Committee for the Review of Printing Requirements (reference). Since action to reduce the load on the Printing Services Division is urgent, it is suggested that the Chairman - [REDACTED] - take immediate steps to organize the Committee, outline a course of action, and proceed to carry out the assigned responsibilities as expeditiously as possible.

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3. Upon completion, the Committee report should be submitted to the Comptroller in order that it may be placed before the Financial Policy and Budget Committee for consideration and determination of appropriate action or recommendations.

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Acting Comptroller

COMP/BD/JMC/PHH/kfh (15 Nov 63)

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